

# the mid-atlantic archivist

VOLUME 10, NUMBER 3

JULY 1981

## *New York, New York*

The Fall 1981 MARAC meeting will be held in New York City on Friday and Saturday, October 23-24. The site of the meeting will be the newly-opened Vista International Hotel, nestled between the twin towers of the famous World Trade Center.

MARAC's first meeting in New York City will offer something for everyone. Participants will enjoy a wide variety of professional and social activities. In addition, the city itself should attract a large number of MARAC members and their colleagues. While New York's highlights are too numerous to list, come prepared to sample the shopping, music, sightseeing, theater, cultural institutions, and restaurants that make New York City a world renowned tourist center.

Keeping in mind that many MARAC members will not be able to attend the SAA meeting in Berkeley, the Program Committee has worked hard to design a conference with broad appeal. Thus, the program is geared towards both the novice and the experienced archivist. Individual sessions are organized into four tracks to assure a variety of topics as well as a range of perspectives. In order to promote discussion of some of the "thornier" issues in the archival world, a few sessions will follow a debate format. The plenary session will address the effects of the Reagan administration on archival programs and institutions.

### MARAC Election Results

Results of the 1981 MARAC elections were announced by Don Harrison, nominating committee chairman, at the Spring meeting in Pittsburgh. Newly elected officers include Arthur Breton, Archives of American Art, as chairperson and Diane Rosenwasser, Sloan Kettering Cancer Center, as secretary. Incumbent Peter Parker, Historical Society of Pennsylvania, was reelected as treasurer.

Five new at-large representatives were also elected: Bruce Ambacher, National Archives and Records Service; Susan Davis, New York Public Library; Lisa Hottin, New York Hospital-Cornell Medical Center; Timothy Walch, National Historical Publications and Records Commission; and Frank Zabrosky, University of Pennsylvania.

A complete list of the 1981-82 Steering Committee members along with their addresses and phone numbers has been printed and enclosed with this newsletter.

Aside from the formal sessions, additional activities are planned. On Thursday afternoon, local archives and libraries will host tours of their repositories. Following the Friday sessions and the state caucus meetings, participants are invited to a reception sponsored by New York City's Municipal Archives. A joint luncheon/business meeting will be catered by the hotel on Saturday. That afternoon after the end of the program, guided walking tours will depart from the hotel to visit historic sites in Lower Manhattan and Brooklyn.

The headquarters hotel, the Vista International, is conveniently located in New York's bustling World Trade Center complex of stores, offices, and restaurants in Manhattan's largest indoor shopping mall. The Vista has given MARAC room rates that are far below normal prices for New York City hotels. And these rates are guaranteed for those staying over through Sunday. The hotel's location in Lower Manhattan makes it easily accessible by public transportation for those using local airports or train and bus stations.

So plan to spend a working vacation in New York City on the weekend of October 23-24!

#### FALL CONFERENCE SERVICES FOR THE HANDICAPPED

The MARAC Steering Committee has voted to provide an interpretation service for hearing-impaired persons attending the Fall meeting in New York City. Anyone interested in such a service should contact Robert Sink by September 15th at Brooklyn Rediscovery, 57 Willoughby St., Brooklyn, N.Y. 11201

In addition, the Vista International Hotel has rooms especially outfitted for wheelchair access. These should be specifically requested when reserving a room.



MARAC  
TO TASTE THE  
BIG APPLE

October 23-24



The mid-atlantic archivist (maa) is the quarterly newsletter of the Mid-Atlantic Regional Archives Conference (MARAC). MARAC membership includes all interested individuals who live and work in the seven states of New York, New Jersey, Pennsylvania, Maryland, Delaware, Virginia, and West Virginia; and the District of Columbia. MARAC seeks to promote the professional welfare of its members: to affect cooperation amongst individuals concerned with the documentation of the human experience; to enhance the exchange of information between colleagues working in the immediate regional area; to improve the professional competence of archivists, curators, of textual, audiovisual, and related special research collections, and records managers; and to encourage professional involvement of persons actively engaged in the preservation and use of all types of historical research materials. Individual yearly membership dues are \$5.00. The dues year is from October 1 through September 30. Membership is not open to institutions, but institutions may purchase yearly subscriptions to maa for \$5.00. Requests for back copies of maa (\$1.25 each copy) and membership applications should be addressed to: Diane Rosenwasser, MARAC Secretary, Lee Coombe Library, Memorial Sloan-Kettering, NY, NY 10021.

Items submitted for maa publication should be single-spaced, no paragraph indentation, in columns 4 and 1/2 inches wide, and double-spaced between paragraphs. Material should be typed preferably on an electric typewriter using a letter gothic font. Where this is impractical, improvise using pica font and a new ribbon. Send material to: Dr. Donald F. Harrison, Editor, the mid-atlantic archivist, National Archives (NNP), Washington, DC 20408. Phone: 202-724-1080

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	Mary Elizabeth Ruwell

#### EDITORIAL NOTE

As reported in a story on page 5, seventeen of NARS' finest have been removed from their regular duties and assigned to the FBI task force. Unfortunately for MARAC, two of those people are maa editor Don Harrison and associate editor Bruce Ambacher. As team leaders on the project, they often work 60 hours a week and have had little time to spare. Several MARAC members have stepped into the breach to get the newsletter out. Vicki Walch edited this issue with the gracious assistance of Mary Wolfskill, Linda Henry, and Mary Boccaccio. Thanks to all who have sent in articles and news notes. Keep those cards and letters coming!

Next **maa** deadline  
August 28

Think  
About It...



NOTE: This "Think About It . . ." column is the maa version of the op. ed. page. Do you have any opinions or insights to pass on to your colleagues in MARAC? Send them in.

#### THE STATUS OF WOMEN IN MARAC

For nearly ten years MARAC has flourished in a somewhat idyllic state, its membership growing every year, its treasury increasing, and our growth as professional archivists progressing commensurately. Best of all, many of us have found warm friends whose society we enjoy renewing bi-annually. But even members who are not ten-year veterans may note that all is not as it should be in our society. As a "senior" charter member I am emboldened to note that in our complacency we fall short of our implicit ideals of equality of race and sex. The most flagrant violation of this is apparent when we see that 60% of our membership are women, but that our programs are presented by over twice as many male participants as female.

Such statistics came to light in the March, 1981 Newsletter of the S.A.A. Women's Caucus. When Editor JoAnn Williamson sent me the questionnaire to compile for MARAC, concerning the participation of women at both the leadership and programs participation levels, I groaned but complied as did the secretaries of 17 other regional associations. I shall not dwell on the overall results comparatively except to say that the statistics I reported as of December, 1980, showed our membership to be by the far the largest with 186 men and 289 women. Some of our inequities were shared by other regionals but ours were more glaring because of our numbers, so I am only concerned in my remarks here with MARAC's health and well-being.

The survey covered the three years previous to December, 1980, a time during which our officers and steering committee members were equally served by men and women, as was the chairmanship of our programs. The most startling inequity appeared in program participation. Of the 216 participants in programs from 1978-1980, only 82 were women. Clearly future program committees need to address a situation where women who make up almost 60% of the membership only participate in 37%



of the programs. With these figures in mind at our recent Pittsburgh meeting, I was chagrined to note that 17 program participants were female and 36 were male.

This is not an indictment of hard-working program committee members of the past. I was one of them and none of us bothered to note such trends. We also do not know how many women may have been asked and declined to participate. In looking enthusiastically toward MARAC's second decade, may I offer these suggestions:

1) So that women and male members will share alike in the most basic and significant contribution MARAC makes to its membership, the conference programs, future program committees will strive to correct imbalances of the past.

2) That women members as well as men whenever possible agree to serve as officers and program participants when asked, and indeed to be more forthcoming about volunteering to serve.

3) The Steering Committee might consider sending out a questionnaire to the membership designed to locate and encourage fresh participants for future programs. Such a questionnaire may not necessarily uncover experts but might focus on what one does best in his or her shop. If we are truly a grass-roots organization attuned to the needs of beginning archivists, we need to include such people in our programs. As one who has had more than her share of participation in programs, may I suggest that falling back on old familiar faces is something we need to guard against. A well designed questionnaire could uncover new talent.

4) An Affirmative Action Resolution to be brought by the Steering Committee to the membership at the next meeting should serve as a reminder of our need to address the concerns of the majority as well as minorities in our membership.

Martha Slotten

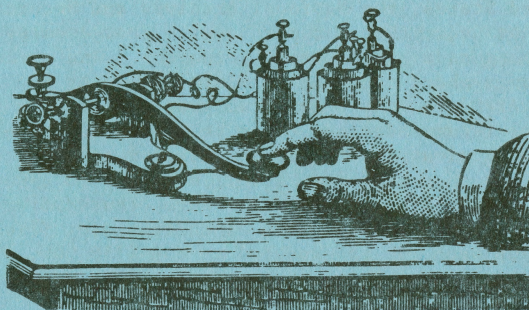
## ATTENTION, WOMEN

### PARTICIPATE IN THE 1981 SAA WOMEN'S ROSTER

All women who are interested this year in reviewing books or participating in the programs of the SAA and regional meetings should fill out a new Women's Roster. Completed rosters, subject lists, and geographical breakdowns will be sent to program committees and book review editors. NOTE: It is important to fill out a new roster every year. A copy of the roster will appear in the July issue of the SAA Women's Caucus Newsletter, or a copy may be obtained by writing to:

Anne R. Kenney  
Western Historical Manuscript Collections  
Thomas Jefferson Library  
University of Missouri-St. Louis  
8001 Natural Bridge Road  
St. Louis, MO 63121

The deadline for completed rosters is August 31, 1981. The success of the Women's Roster depends a great deal on the response rate.



## The Latest News

### AACR 2 CATALOGUING MANUALS FOR SPECIAL FORMAT MATERIALS

The Library of Congress and the Joint Committee on Specialized Cataloguing of the Council of National Library and Information Associations have begun a project to develop cataloguing manuals for graphics, manuscripts, and motion pictures and video-recordings. Funded by a grant from the National Endowment for the Humanities, the project grew out of many librarians' concerns that special format materials are not adequately covered in the Anglo-American Cataloguing Rules. If you are interested in participating in the project, write Elisabeth W. Betz, Picture Cataloguing Specialist, Prints and Photographs Division, Library of Congress, Washington, DC 20540.

### NEDCC HISTORICAL PHOTOGRAPH SERVICES

The Northeast Document Conservation Center has expanded its microform services to include the preparation of copy negatives, black-and-white transparencies, contact prints, and 35mm slides from historical photographs. In addition to these services, the center also converts nitrate negatives to safety film. The center is a non-profit conservation facility founded in 1972 by the New England Library Board. It provides not only photo-duplication services but conservation services for original photographic prints, books, documents, and art on paper as well. For further information, write the Northeast Document Conservation Center, Abbott Hall, School Street, Andover, MA 01810.

### NEW JERSEY LIBRARY LEGISLATION

Five bills providing for major improvements in state-wide library services have been approved by the New Jersey Senate Education Committee. One bill would enable the New Jersey State Library to make grants "to any library in the state which houses and maintains a collection of historical or special interest." The bills were introduced by Sen. Matthew Feldman. For details write the New Jersey Historical Commission, 113 West State Street, Trenton, NJ 08625.



## NARS ASSESSES THE PERMANENCE OF MICROFILM

At the direction of Dr. Robert M. Warner, Archivist of the United States, the National Archives and Records Service has undertaken a comprehensive reassessment of microfilming as a preservation technique. The action stems from a sharp increase in microfilming by the National Archives in the last two years, following congressional recommendations to do so. From an expenditure of approximately \$50,000 in fiscal year 1979, the Archives increased its microfilm budget to \$500,000 in fiscal 1980. Some 2,500 rolls were created from original paper documents. The expenditure for fiscal 1981 ending Sept. 30 is expected to top \$750,000, with 4,500 rolls being made.

"There is no question," said Dr. Alan R. Calmes, director of the Archives' Preservation Services Division, "that microfilming serves a useful purpose as a reference tool. It has been used by millions of researchers here and in our 11 regional branches, as well as by libraries that have purchased or borrowed copies. We want to make the records available without subjecting the originals to constant wear and tear and, in this regard, microfilm has been, and continues to be, an acceptable medium. It is not, however, a panacea for saving space and money, which are the dual problems besetting libraries and archives all over the world."

The Archives' current investigation of microfilming is proceeding on 5 fronts:

\*\* An 18-member Archives' Advisory Committee on Preservation, headed by Dr. Norbert Baer of the NY Institute of Fine Arts, has established a subcommittee to study alternative forms of copying and their durability. The subcommittee includes several micrographics experts. A report is due this year.

\*\* Under a National Archives contract, Coulter Systems of Bedford, MA, is surveying transparent electrophotography (TEP) as an archival storage medium. Considered more durable than the silver-gelatin film in common use, TEP is being studied to determine its suitability for preservation microfilming. A report is due shortly.

\*\* The National Bureau of Standards is conducting a 5-year study, sponsored by the National Archives, to examine the durability of polyester as a microfilm base. Cellulose is the normal base for microfilm.

\*\* The Archives itself is conducting an evaluation of NARS microfilming policies and procedures to ascertain precise microfilming costs and to identify and estimate alternatives.

\*\* Finally, a National Archives periodic inspection of a representative sample of its vast microfilm holdings of 750,000 rolls is underway. A small but significant amount was found to have reduction and oxidation blemishes (also known as "redox" blemishes or "measles").

These spots -- microscopic in size -- are sometimes found on microfilm stored in less-than-ideal environments, a "fact of life in most archives and libraries," according to conservator Alan Calmes.

"The redox blemishes, and the future uncertainty of microfilm as a stable medium, are causes for deep concern," says Calmes. "Since the mid-1960s when the Archives sponsored a study by the Bureau of Standards to determine the cause of the blemishes after they began appearing in microfilm holdings across the nation, we have had reservations about microfilm as the sole preservation alternative." At that time, NBS attri-

buted the blemishes of oxidated silver to several possible causes, including temperature and humidity fluctuations in storage areas, dirty machinery and film, and acid in aging cardboard storage containers. There are several other known causes.

"Since these blemishes are progressive," says Calmes, "periodic inspections must be conducted to avoid serious deterioration and loss of information. While the spots can be prevented and arrested, they cannot, unfortunately, be eradicated." Affected microfilm must be recopied.

In ordering a full-scale inspection of the microfilm holdings at the Archives, Dr. Warner commented, "Many thousands of dollars may be needed for recopying as well as for improved preventive measures. With the Archives confronting current and future reductions in resources, this problem comes at a very bad time for us."

The Archives has been microfilming selected series of records since 1940. "For many decades," Warner said, "the bulk of our most historically significant documentation has survived under conditions that would jeopardize the life of microfilm. Before placing full reliance on microfilm, or any other non-paper medium, we need to be certain that it will save money and, more importantly, that it will outlast the paper. In spite of our space problems, which may never really be solved, archivists will ponder a long time before they recommend destruction of original records."

The Archives is reevaluating traditional microfilming practices also because "hidden costs, such as the costs of environmental controls, inspections, and recopying, are increasing. Additionally, new technologies are emerging that promise alternatives worthy of consideration. "The environmental standards for microfilm are rigid, costly, and critical," says Warner. "Under less-than-ideal conditions, microfilm begins to deteriorate. Unless degradation is detected by conscientious inspections -- which for large collections should be literally continuous -- microfilm 'self-destructs.' Then, the only solution is to recopy, and that, too, is expensive. At this time, therefore, we are cautious about any plans to copy information and destroy originals. We are, in summary, reassessing the costs and benefits of microfilm as a primary preservation method."

## NARS REVIEWS FEDERAL COURT RECORDS APPRAISAL PROCESS

A review of the appraisal process of federal court records schedules has been completed by NARS staffers Linda Brown, Maygene Daniels, and Leonard Rapport. They evaluated the administrative procedures, both in and out of NARS, used in developing records schedules for U.S. District Courts, Bankruptcy Courts and Court of Claims, and U.S. Courts of Appeals and Court of Customs and Patent Appeals. The committee made several recommendations: (1) the current moratorium on the destruction of court records should be extended until a thorough review of their recommendations is completed; (2) NARS and court representatives should develop better lines of communication with each other and the archival and user communities; (3) alternative disposition methods, such as sampling or miniaturization, should be considered; and (4) several respected scholars should be consulted to review the problems of existing court records and make independent recommendations to the Archivist.



## TEAM OF NARS EMPLOYEES APPRAISING FBI RECORDS

A federal court decision blocking proposed destruction of FBI field office investigative files has required NARS to reappraise FBI headquarters and field office files. The litigation was initiated by the American Friends Service Committee, historians, and others interested in the preservation of FBI records. In addition to the FBI and NARS, the Justice Department and GSA are defendants in the case.

Responding to a U.S. District Court order in January, NARS organized a task force of 17 archivists and has been studying the voluminous files of the FBI since March. The appraisal, to be completed in October, seeks to determine which records should be saved for their historical value and which can be disposed of. The team is using a scientifically based sampling methodology to deal with the 25 million case files in the FBI's headquarters, 59 field offices, and 12 legal attache offices overseas.

The files contain both routine and exceptional material. The military desertion file, for example, has more than half a million cases, few of which hold any historical interest. Many of the other 213 classifications are similarly routine in nature. In order to insure against inadvertent destruction of valuable material, however, the team is soliciting suggestions for a list of "exceptional cases" that can be selected and evaluated separately. An example is the case file for John Dillinger, the bank robber killed in 1934.

The team is directed by James O'Neill with Charles Dollar serving as deputy director. The other task force members include Bruce Ambacher, Edward Barrese, James Bradsher, George Chalou, Susan Falb, Sharon Gibbs, Michael Goldman, Gerald Haines, Donald Harrison, Edie Hedlin, Michael McReynolds, Jerome Nashorn, Tim Nenninger, Trudy Peterson, and Henry Wolfinger.

## NYC MUNICIPAL ARCHIVES 1980 ANNUAL REPORT

The 1980 annual report of the New York City Department of Records and Information Services contained information about several major accomplishments. Significant improvements in the physical plant during the year included the move of the Municipal Reference and Research Center from the 22nd floor of the Municipal Building (where it was located since 1914) to the first floor of the Surrogate's Court Building, 31 Chambers Street, Manhattan, and the consolidation of the City's Municipal Records Center's storage facility in Middle Village, Queens. Plans for the capital renovation of a new permanent archival facility, including fully equipped laboratories on the lower level of 31 Chambers Street, were advanced on schedule -- with construction commencing in July of 1981. Also of note is the completion and distribution of the City's first comprehensive records retention and disposition manual. In addition, the Municipal Archives received grants to prepare a public exhibit of Works Progress Administration photographs, to continue the NY Building Collection work, to establish a model Borough Presidents' Collection, and to advance the restoration of the Roebling Brooklyn Bridge Drawings. Copies of the report, which is as amusing as it is informative, are available from the Department of Records and Information Services, 31 Chambers Street, NY, NY 10007.

## MARYLAND RELEASES AGNEW PAPERS

In July 1980 the Maryland Board of Public Works released 2,000 copies of The Public Papers of Governor Spiro T. Agnew. The two-volume collection of Agnew speeches, proclamations, and news releases had been printed in 1975 and sat in a warehouse ever since, on the theory that it would have been in bad taste to release them. According to state archivist Edward C. Papenfuse, by the end of 1980 only 181 sets had been sold; 950 had been given to libraries gratis. The price is \$10. (NY Times, 12/28/80)

## U.S. SENATE IMPROVES ACCESS TO ITS RECORDS

By adopting Resolution 474, the U.S. Senate has improved access to its noncurrent records at the National Archives. Sponsored by Sen. Robert C. Byrd of West Virginia, the resolution provides that most Senate records, including those of its committees, will be opened routinely after they are 20 years old. Sensitive records, primarily those containing personal data, such as investigative files pertaining to individuals, personnel records, and executive nominations, will be available 50 years after their creation. The provisions of the resolution took effect last March 1.

## ACTIVITIES OF THE D.C. ARCHIVISTS

The D. C. Archivists under the direction of Linda Henry have focused this year's activities on exploring sources for the study of the life and history of the District of Columbia. Programs have included: a discussion of the status of D.C. official records with archivists and D.C. government officials; a description of various guides and directories for source material on the district including manuscripts, photographs, and architectural records and projects; and an examination of various local sources for the study of D.C. history including public institutions such as the Martin Luther King Library and the Library of Congress, private institutions such as the Moorland-Spingarn Center at Howard University, and individual organizational records particularly those of churches in the District. Other programs have included tours and discussions of the archives at the Corcoran Gallery of Art and the National Academy of Sciences and an introduction to the efforts of the City Museum Project for the District of Columbia.

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## COME TO NEW YORK IN THE FALL

What attracts 50,000 workers, 80,000 visitors, and 300 archivists daily? The World Trade Center during the Fall 1981 conference in New York City.

What has 600,000 square feet of glass, stands a quarter mile high, and displays acid-free supplies? The World Trade Center during MARAC's October conference.

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## UP ON THE HILL



### THE STATUS OF NHPRC AND NARS

Recent House and Senate action on the budget for the National Archives and the National Historical Publications and Records Commission has been a mixture of good news and bad news.

A full explanation of the Reagan proposals for the FY 1982 budget and their effects on NARS and NHPRC was carried in the April issue of the *maa*. In brief, the White House called for total elimination of the NHPRC grant program (which in FY 1981 had \$4 million to distribute for historical publications and records projects) and a reduction in the NARS program budget of an additional \$4.6 million. A minimum of \$1.8 million in cuts is anticipated for FY 1983.

The funding process for the NHPRC must go through two stages: first reauthorization, then appropriation. On June 2, 1981, the Senate on a voice vote passed S. 1050, a bill to reauthorize the NHPRC grant program. Introduced by Senators Charles Mathias (MD), David Pryor (RI), and James Sasser (TN), the reauthorization bill, which must precede any appropriation action by the Congress, would allow a two-year \$3 million authorization, a reduction of 25 percent of the Commission's present \$4 million program.

An identical bill in the House of Representatives, H.R. 2979, was defeated on May 19 by a vote of 231 to 165 (a list of House members from the MARAC region who voted for and against the bill is printed below). However, because the vote was on a technicality to suspend the rules of the House and not specifically on the bill itself, current plans call for a floor vote on H.R. 2979 in early July.

On June 18, the House Appropriations subcommittee on Treasury, Postal Service, and General Government approved an appropriations bill for the National Archives and the NHPRC which mandated \$3 million in grant funds for the NHPRC (provided it is reauthorized), but did not increase the overall budget of the National Archives by a corresponding amount. The full committee and the full House must still act on this measure. In restoring the \$3 million to the NHPRC

grant funds, the subcommittee was reacting to the volume of constituent mail received in support of the grants program.

If this measure is approved, however, it would mean that grant funds for the NHPRC would be taken directly from the operating budget of the National Archives and Records Service, causing massive problems for NARS. The \$3 million comes in addition to \$4.6 million that earlier versions of the budget had already removed from NARS operating funds. Since NARS program funds are expended almost exclusively for salaries, about 140 positions will have to be cut on top of the 299 positions that have had to be eliminated before September 30, 1981. All together, this amounts to an approximate 15 percent reduction in NARS staff.

NARS does not now have sufficient funding and personnel to carry on several mandated functions and has already had to substantially reduce its declassification efforts. Other service reductions that have already been considered to comply with reduced FY 1983 funding are elimination of the interlibrary loan program, reduced hours of service, and greatly reduced accessioning of archival records. If additional staff cuts must be made in response to the \$3 million shift from operating to grant funds, these reductions may have to occur even earlier and other programs eliminated or greatly reduced as well, including the possible closing of one of the records center facilities.

### THE STATUS OF NEH FUNDS

As reported in the last issue of the *maa*, the President's budget still calls for a 50 percent reduction in grant funds for the National Endowment for the Humanities. There is good news for archivists, however. The Research Resources Program, source of funding for most archival projects in NEH, will only suffer a one-third cut in its available grant funds. The program will still have \$3 million for outright grants and \$1 million for matching funds.

The NEH staff is somewhat concerned at the radical decline in the number of archival proposals that they have received in the last few months. They are afraid that the bad news about the NHPRC cuts have discouraged archivists from applying for any federal grants. Overall, the number of applications received by the Research Resources Program is down 25 percent, with archival applications down in far larger proportions than library or bibliography projects.

Although the next NEH deadline is not until June 1 of next year, the staff would encourage archivists to contact them about any prospective proposals they might have.

The Endowment as a whole also has suffered a rescission of funds from the current fiscal year's budget totaling \$7.4 million. The final rescission was much lower than the \$28 million cut originally proposed by the White House. Fortunately for archivists, again, the rescission has had little effect on archival proposals received this year. All grants approved by the May council will be awarded; the rescinded moneys will be removed from the funds available for award by the August council. Most Research Resources business is handled by the February and May councils, so only the few proposals deferred until the August meeting may be affected.



## MARAC JOINS COALITION TO SAVE NHPRC GRANT FUNDS

The April 1981 issue of the maa carried a report on the formation of the Coalition to Save Our Documentary Heritage, a group of organizations representing archivists, historians, state and local government officials, editors, librarians, genealogists, and college, university, and historical program administrators that was formed to work against the Reagan Administration budget revisions that eliminate the NHPRC grant funds.

In late March the MARAC steering committee voted to join the Coalition and the chairperson drafted a letter to members of relevant Congressional committees and subcommittees that was sent out on behalf of the organization.

## HOW DID YOUR CONGRESSPERSON VOTE?

On May 19, 1981, a roll call vote was taken to suspend the rules so that the House of Representatives could consider H.R. 2979, a bill to reauthorize the National Historical Publication and Records Commission's grant program at the level of \$3 million. Reauthorization is necessary before any actual appropriations are made.

The move to suspend the rules was defeated by a vote of 231 to 165. House members from the MARAC region were almost evenly split, with 47 voting in favor of a suspension of the rules and 44 against (10 did not vote or went unrecorded). The list below shows the House members from the MARAC states with their district numbers and votes.

DELAWARE Evans - not voting

MARYLAND  
1. Dyson - no  
2. Long - yes  
3. Mikulski - yes  
4. Holt - not voting  
5. no record  
6. Byron - yes  
7. Mitchell - yes  
8. Barnes - yes

NEW JERSEY  
1. Florio - not voting  
2. Hughes - no  
3. Howard - yes  
4. Smith - no  
5. Fenwick - no  
6. Forwythe - yes  
7. Roukema - no  
8. Roe - yes  
9. Hollenbeck - yes  
10. Rodino - yes  
11. Minish - yes  
12. Rinaldo - no  
13. Courter - no  
14. Guarini - yes  
15. Dwyer - yes

NEW YORK  
1. Carney - no  
2. Downey - yes  
3. Carman - no  
4. Lent - no  
5. McGrath - yes  
6. LeBoutillier - no  
7. Addabbo - yes  
8. Rosenthal - yes  
9. Ferraro - yes  
10. Biaggi - no

11. Scheuer - yes  
12. Chisholm - yes  
13. Solarz - yes  
14. Richmond - yes  
15. Zeferetti - yes  
16. Schumer - no  
17. Molinari - no  
18. Green - yes  
19. Rangel - yes  
20. Weiss - yes  
21. Garcia - yes  
22. Bingham - yes  
23. Peyser - yes  
24. Ottinger - yes  
25. Fish - yes  
26. Gilman - yes  
27. McHugh - yes  
28. Stratton - no  
29. Solomon - no  
30. Martin - no  
31. Mitchell - no  
32. Wortley - yes  
33. Lee - no  
34. Horton - yes  
35. Conable - yes  
36. LaFalce - yes  
37. Nowak - yes  
38. Kemp - not voting  
39. Lundine - not voting

## PENNSYLVANIA

1. Foglietta - not voting  
2. Gray - yes  
3. no record  
4. Dougherty - not voting  
5. Schulze - not voting  
6. Yatron - no  
7. Edgar - yes  
8. Coyne - no  
9. Shuster - no  
10. McDade - no  
11. Nelligan - no  
12. Murtha - yes  
13. Coughlin - no  
14. Coyne - yes  
15. Ritter - no  
16. Walker - no  
17. Ertel - yes  
18. Walgren - no  
19. Goodling - no  
20. Gaydos - no  
21. Bailey - yes  
22. Murphy - no  
23. Clinger - no  
24. Marks - not voting  
25. Atkinson - no

## VIRGINIA

1. Tribble - no  
2. Whitehurst - no  
3. Bliley - no  
4. Daniel - no  
5. Daniel - no  
6. Butler - yes  
7. Robinson - no  
8. Parris - no  
9. Wampler - yes  
10. Wolf - no

## WEST VIRGINIA

1. Mollohan - no  
2. Benedict - no  
3. Staton - no  
4. Rahall - yes



## ★ Other Legislation ★

### TAX DEDUCTIONS FOR MANUSCRIPT DONORS

On March 6, 1981, Senator Max Baucus (D-MT) introduced S. 649, the Artist's Tax Equity and Donation Act, with cosponsors Richard Lugar (R-IN), Robert Kasten (R-WI), Patrick Leahy (D-VT), and Harrison Williams (D-NJ). The bill would provide a tax deduction equal to the fair market value of artwork or manuscripts donated by the creator to a library or museum -- the same deduction which is already available to collectors of such works who donate them to nonprofit institutions. Similar bills have been introduced in the House by Rep. William Brodhead (D-MI, HR 148) and Rep. Frederick Richmond (D-NY, HR 444).

Sen. Baucus cited several reasons for enacting the bill: " (It) will enhance the ability of our nonprofit and government institutions to acquire and preserve this Nation's cultural and artistic treasures; it will promote charitable donations of artistic gifts to our Nation's repositories of our cultural heritage; and it will encourage productivity by creative individuals who are now discouraged by the taxation of the fruits of their labor at death or upon disposition of their works."

The bill essentially seeks to restore a tax incentive for authors and artists to donate their creative works (including manuscripts and personal papers) to archives, libraries, and museums. This incentive was removed by the passage of the Tax Reform Act of 1969. Prior to that act, an author or artist who donated his or her literary, musical, or artistic compositions or papers to a library or museum could take a tax deduction equal to the fair market value of the items at the time of the contribution. Since 1969, such deductions have been limited to the cost of the materials used to produce the composition.

The American Library Association has compiled a fact sheet summarizing the results of a recent survey of the effects on libraries of the Tax Reform Act of 1969. They found that the act has definitely limited bibliographic and physical accessibility of manuscript collections through (1) reduced donations, and (2) in cases where donations have been accepted "on deposit," through restricted use policies mandated by donors. In addition, illogical locations and divided collections, as well as the separation of collections from closely related materials, have posed considerable problems for researchers.

The ALA fact sheet cited three examples of problems from the MARAC region alone. In New York a well-known writer, a donor to the responding library in the past, put certain of his manuscripts on the open market. The library had some related materials already, but was unable to compete for the manuscripts being sold. A library in Pennsylvania stated that two manuscript acquisition procedures had increased significantly since 1969: more material is placed on deposit for future consideration of purchase or for future changes in the tax law, and more gift offers are withdrawn once the donor is informed of the tax situation. In Virginia, one young author, approached after the law went into effect, placed

20-30 boxes of correspondence and manuscripts on deposit. He later withdrew the collection and put it up for sale. It was offered to the institution, but the library had no funds to purchase it, so it lost the collection.

S. 649 has been referred to the Senate Committee on Finance, but no further action has been taken on the bill since March.

### SEPARATING NARS FROM GSA

On Wednesday, June 24, Senators Mathias and Eagleton introduced a bill (S. 1421) providing for the separation of the National Archives from the General Services Administration. The Congressional Record reportedly carried a long statement with the bill from Senator Eagleton that presented the arguments for such a separation. No further information was available as the maa went to press, however.

## Recent Grants From NEH and NHPRC

### NEH GRANT RECIPIENTS

The National Endowment for the Humanities has announced the following awards to institutions in the MARAC region:

NEW YORK UNIVERSITY, \$72,177, for a two-year project to employ two professional archivists for arranging and describing to the folder level, and creating finding aids for, a total of 985.75 linear feet of records accessioned by the Archives from local labor unions.

ROCHESTER INSTITUTE OF TECHNOLOGY, \$31,478, to develop and evaluate new preservation methods for 19th C. albumen photographic prints. The publication will be a handbook on all aspects of the identification, care and preservation of albumen prints in photographic collections.

AGUDATH ISRAEL OF AMERICA, \$34,172 to help fund the cataloging of 200 feet of unprocessed collections located at the Agudath Israel Archives, to write inventories for these collections under national standards set by the SAA, and to make this resource material about Orthodox Jewish America in the 20th C. available to a broader scholarly and community audience.

POLISH INSTITUTE OF ARTS AND SCIENCES OF AMERICA, \$17,000 to protect and preserve historically unique and very valuable archives and collections by organizing the collection and arranging their deposit at a research institution better equipped to nurture physical stability.

COLUMBIA UNIVERSITY, \$150,000 or \$224,992 (treasury match) to initiate two related programs to train professional conservation personnel for libraries and archives. The first program will prepare conservators in a 3-year program, including two years of courses, two summer field projects, and an academic year intern-



# MINUTES

MINUTES - STEERING COMMITTEE, Jan. 16, 1981

PRESENT at the NHPRC-NARS offices in Washington: Don Harrison, Linda Henry, Julia Morgan, Ed Oetting, Peter Parker, Paul Perkus, Robert Plowman, Cynthia Requardt, Mary Elizabeth Ruwell, Robert Sink, Martha Slotten, and Pat Vanorny.

SECRETARY'S REPORT: Minutes as published in newsletters were approved. Current membership is 406.

TREASURER'S REPORT: Appended and approved. Chairwoman Mary Elizabeth Ruwell distributed copies of the following: (1) her letter to the President of the Society of Ohio Archivists inviting them to attend the MARAC Pittsburgh meeting, May 8 and 9; (2) a letter from Frank Zabresky relative to funds for program for the Pittsburgh meeting, and (3) Linda Henry's letter requesting funds for D.C. archivists' expenses.

Linda Henry, on behalf of Pittsburgh Program Chairman Roland Baumann, reported on the upcoming program, and forwarded a request for \$240 for A.K. Johnson's flight from Atlanta. Since he has no institutional base, it was moved by Peter Parker and voted that we authorize a ceiling of \$300 for this program expense.

Bob Sink, local arrangements chairman for the fall New York City meeting reported that the meeting will be held at the World Trade Center in Vista International on Oct. 23 and 24, 1981. Room rates of \$47 single and \$57 double are lower than anticipated since the hotel is so new. He presented the tentative program from Susan Davis, Program chair.

Peter Parker distributed his "Financial Guidelines for MARAC Program and Local Arrangements Committees" (appended). It was moved and passed that individual conference checking accounts be opened and that program chairpersons be reminded that lunches are provided only for non-MARAC members who are on the program. If there are requests for a sign language interpreter for the deaf we are to let Susan know. This should be publicized in future newsletters and registration forms.

Joanne Mattern reported that she is contacting Ocean City sites and that such a location seems very possible. A-Trenton fall conference will precede Rochester which should occur in spring, 1983.

Bob Plowman, reporting for the Philadelphia meeting in fall, 1982, has contacted Holiday Inn, Sheraton, University Holiday Inn, and the Hilton. City archivist Allen Weinberg has suggested the possibility of our meeting in City Hall offices. Such a possibility seemed to give preference for a downtown rather than a university hotel.

Don Harrison reminded us of the opportunity to mount a tenth anniversary celebration for MARAC at Philadelphia where "Century IV" will also be a celebrative focus.

The appended ballot will be sent to the membership relative to amending the constitution.

Following a noon adjournment for lunch, the meeting continued with a discussion of incorporation for MARAC, a matter which Joanne Mattern has investigated. Mary Elizabeth will appoint a Delaware MARAC member to represent us for incorporation proceedings.

Cynthia Requardt, chairperson of the education committee, reported about problems in finding a meeting time and place as well as funds for travel. Members of her committee are Bob Barnes, Joni Fraser, Natalie Hawley, Wilda Logan, Kathleen Roe, Roy Tryon, Lucill Whalen, and Mary Zimmerman. Ed Oetting will replace Cynthia as the Steering Committee member on the education committee when she retires from the Steering Committee.

The publications committee still has no report but will submit one by the next meeting.

Mary Elizabeth is to order a new batch of T-shirts of a better quality including royal blue with white, the catalog listing and suggested order is for 288 at \$864.

The mail ballot to go out regarding an amendment to stagger terms of offices will also carry a second amendment which really makes necessary correction. It will provide for 5 instead of 6 at-large members which we do in fact have. Changes will occur in (4) A governance, 1.4; five (5) instead of (6); B, 1.2, replace the with alternate before "spring business meeting" and add "s" to "meeting"; D., 1.5, delete "Mainling"; 1.6 change "six" (6) to "Five (5)".

Letters were to be sent by Mary Elizabeth and Bob Plowman to PA state senator Kurt D. Zwickl commending him for his introduction of a bill dealing with archival security. It is a model security law based on a similar one in 13 other states making it possible for librarians and archivists to deal with suspects in the same way that shopkeepers can by code.

Suggestions to the secretary relative to the annual directory included listing both home and office phones for members if known and for publishing current committees.

The following descriptions for offices were discussed and determined:

## SECRETARY

1. Assists presiding officer and assumes responsibilities of chairperson in the absence of that officer.
2. Maintains active organization records, such as minutes, by-laws and constitution, motions, membership lists, etc.
3. Records, prepares and distributes minutes of business meetings and Steering Committee meetings, submitting them in time for publication in the mid-atlantic archivist.
4. Maintains membership records and compiles membership directory.
5. Corresponds with members and others as necessary.
6. Oversees computerized label system.
7. Responsible for mass mailings, such as newsletters, membership directory, membership solicitation, etc.
8. Serves on Steering Committee's ad hoc Budget Committee.



## TREASURER

1. Assists the presiding officer in absence of secretary; in absence of secretary and chairperson, assumes leadership of Steering Committee.
2. Collects and disburses funds in accordance with MARAC's constitution.
3. Chairs Steering Committee's ad hoc Budget Committee, and in that capacity is responsible for submitting an annual budget to the Steering Committee.
4. Prepares and presents financial reports at business and Steering Committee meetings, and at other times as requested by membership, chairperson, or Steering Committee.
5. Coordinates and advises financial affairs of all committees and state caucuses.
6. Oversees sales of MARAC publications and merchandise.

The chairman asked the budget committee to investigate the matter of bonding the officers and forming an auditing committee.

Linda Henry's letter requesting \$134.14 for postage for four meetings of D.C. archivists was acted on positively representing an increase of \$82.14 over her allotment of \$52.

Linda Henry pointed up the need for MARAC to have an Affirmative Action statement. She will present one in the form of a resolution at the next Steering Committee meeting in Pittsburgh at 8:00 P.M., May 7.

Meeting adjourned about 4:00 P.M.

## MINUTES - STEERING COMMITTEE, May 7, 1981

MEMBERS PRESENT at Hillman Library, University of Pittsburgh, 8:15 P.M.: Fred Armstrong, Don Harrison, Paul B. Hensley, Linda Henry, Lisa Hottin, Joanne Mattern, Fred Miller, Bob Nawrocki, Edward Oetting, Peter Parker, Robert Plowman, Cynthia Requardt, Mary Elizabeth Ruwell, Bob Sink, Martha Slotten, Pat Vanorny, and Frank Zabrosky. Annamarie Sandeck and Carolyn Schumacher also attended.

SECRETARY'S REPORT. The minutes of the Jan. 16, 1981 steering committee meeting were read and approved. Martha reported a current total of 562 members and that the Directory will be forthcoming within the month. Assisted by Fred Armstrong and Bob Plowman, she will produce a new membership solicitation in time for the August mailing.

TREASURER'S REPORT. Approved (copy appended) after comments by Peter on the increase in cash flow. Steering committee and education committee costs account for one fourth of our expenses in this report.

Mary Elizabeth Ruwell reported that Jean Preston sent regrets for not attending since she is recovering from surgery. Paul Hensley was asked to present a resolution of appreciation for the Pittsburgh Program and Local Arrangements members. Susan Davis, Program Chair for the Fall New York meeting (Oct. 23 & 24) sent a copy of the tentative program and asked for funding for Eileen Cooke's and Margaret Child's lodging and transportation. Bob Sink moved that steering

committee authorize program expenses for New York not to exceed \$350. The motion carried. Sink spoke about local arrangements and it was agreed at his suggestion that Long Island Archivists and members of Archivists Round Table be sent a welcoming resolution with the registration packet. Joanne Mattern reported on progress for a May 21, 1982 meeting at the Fountainebleau in Ocean City. Barbara Hearn is serving as Program Chairman. Bob Plowman reported that the Oct. 22 & 23, 1982 meeting in Philadelphia will be held at the Holiday Inn at 18th and Market Streets. Rates, which should be under \$50, cannot be determined now. Mary Elizabeth Ruwell will be Program Chairman. After a report by Bob Nawrock, it was decided that the Spring, 1983 meeting in New Brunswick, NJ may be housed in dormitories at Rutgers University and scheduled for the third week in May.

Don Harrison, Chair of the nominating committee, read the ballot; asterisks indicate which will be new officers.

President: \*Arthur Breton  
Robert Devlin

Secretary: \*Diane Rosenwasser  
Leon J. Stout

Treasurer: \*Peter Parker  
Michael Plunkett


At-large Representatives  
\*Susan E. Davis  
\*Timothy Walch  
\*Frank Zabrosky  
\*Lisa Hottin  
\*Bruce Ambacher  
Ronald L. Becker  
Sr. Bridget Engelmeyer  
Gregory S. Hunter  
Robert E. Coley  
Ellen Ericksen

Don will file a nominating committee report. The ballots were in by April 8 and were counted by April 15. Questions were raised about sex balance on the ballot. Peter Parker moved that the steering committee direct the nominating committee to include in their report an account of their process for filling the slate. Seconded by Bob Sink, the motion passed.

Cynthia Requardt reported for the education committee, submitting a written report of their March 13 meeting at the New York Historical Society. They wish to undertake a pilot workshop at the Spring, 1982 meeting, an all-day Friday session on arrangement and description for entry-level people. Linda Henry moved acceptance of the report with some more study of when and where to offer it (Thursday or Friday). The motion passed. It was also recommended procedures be set up to evaluate the workshop.

A snappy slide show was presented by Fred Armstrong on behalf of the West Virginia Chamber of Commerce. Ed Oetting then gave a brief report on Rochester as a meeting site. A steering committee vote determined the location of the following future meetings: Fall, 1983 in Charleston, WVA and Spring, 1984 in Rochester, NY.





# 1981-82 Steering Committee

## CHAIRPERSON:

Arthur Breton  
Archives of American Art  
Smithsonian Institution  
Washington, DC 20560  
Phone (B) 202-357-2781

## SECRETARY:

Diane Rosenwasser  
Lee Coombe Memorial Library  
Memorial Sloan-Kettering  
Cancer Center (MSKCC)  
1275 York Avenue  
New York, NY 10021  
Phone (B) 212-794-8487

## TREASURER:

Peter Parker  
Historical Society of  
Pennsylvania  
1300 Locust Street  
Philadelphia, PA 19107  
Phone (B) 215-732-6200

## MEMBERS AT LARGE

Bruce I. Ambacher  
Machine-Readable Division (NNR)  
National Archives and  
Records Service  
Washington, DC 20408  
Phone (B) 202-724-1080

Susan E. Davis  
New York Public Library  
New York, NY  
Phone (B) 212-283-4915

Lisa M. Hottin  
New York Hospital-Cornell  
Medical Center  
1300 York Avenue  
New York, NY 10021  
Phone (B) 212-472-5759

Timothy Walch  
National Historical Publications  
and Records Commission (NP)  
Washington, DC 202-724-1616

Frank A. Zabrosky  
University of Pittsburgh  
Pittsburgh, PA 15261  
Phone (B) 412-624-4430

## ARCHIVIST:

Mary Boccaccio  
McKeldin Library  
University of Maryland  
College Park, MD 20742

## MAA EDITOR:

Donald F. Harrison  
Machine-Readable Division (NNR)  
National Archives and  
Records Service  
Washington, DC 20408  
Phone (B) 202-724-1080  
(H) 703-379-9351

## STATE REPRESENTATIVES

Frederick H. Armstrong  
Archives and History Division  
Culture Center  
Charleston, WV 25305  
Phone (B) 304-348-0230

Linda Henry  
American Psychiatric  
Association  
1700 Eighteenth St., NW  
Washington, DC 20009

Paul Hensley  
The Mariners Museum  
Newport News, VA 23606  
Phone (B) 804-594-0368


Joanne A. Mattern  
Delaware State Archives  
Dover, DE 19901  
Phone (B) 302-736-5318

Julia Boublitz Morgan  
Ferdinand Hamburger, Jr., Archives  
Johns Hopkins University  
Baltimore, MD 21218  
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Robert Nawroki  
New Jersey State Library  
Trenton, NJ  
Phone (B) 609-292-4756

Edward Oetting  
State University of New York  
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Phone (B) 518-457-8562

Robert Plowman  
Federal Archives and  
Records Center  
5000 Wissanhookon Avenue  
Philadelphia, PA 19144  
Phone (B) 215-951-5591









The publication committee report which had been submitted earlier by Chairman Richard Cox recommended MARAC consider co-sponsorship of the journal Georgia Archive with the Society of Georgia Archivists. Ed Oetting moved to accept the report in principle and to empower a committee consisting of Cox, Vanorny, Richard Strassburg and Arthur Breton (as Chair) and Peter Parker (as Treasurer) to further investigate this proposed joint venture. The motion was seconded and carried.

Fred Miller, Chairman of the Custer Committee, discussed the difficulties of establishing guidelines for articles submitted because of conflicts between the original 1976 resolution and the resulting guidelines of 1978, relating to whether articles must be published, publishable or within a specific time frame. Bob Sink moved and it was passed to rescind the Custer Committee guidelines of 1978. Bob Plowman moved that new guidelines be created that would consider awards for an article published within the previous calendar year. These guidelines should be presented at the next meeting. Those submissions made to the committee in 1980-81 will be considered with next year's publications. The motion carried.

Linda Henry will present an Affirmative Action resolution at the next meeting. Mary Elizabeth reported that MARAC had joined the Coalition to Save our Documentary Heritage, which organized to oppose federal budgetary cutbacks.

Linda Henry's resolution to grant the DC caucus \$50 more for postage was defeated. Some members felt that other state caucuses were managing to operate within their financial allotment; others felt that a re-examination of our method of allocating memberships to states on the basis of mailing address should be made.

The meeting adjourned around 10:45 P.M.

#### MINUTES - BUSINESS MEETING, May 8, 1981

MARAC membership meeting was convened in Pittsburgh at 4:00. The minutes of the October, 1980 business meeting in Lancaster were read by the secretary and approved. She also reported a total of 562 members, the imminent mailing of the annual directory, and a newly designed membership solicitation form to be ready for the new secretary's August mailing. The Treasurer's report as of May 7, 1981 showing a balance of \$6609.16 is appended. Don Harrison reported for the nominating committee the newly elected officers and at-large representatives as follows:

President: Arthur Breton  
Secretary: Diane Rosenwasser  
Treasurer: Peter Parker  
At-large: Bruce Ambacher, Susan Davis,  
Lisa Hottin, Tim Walch, and  
Frank Zabrosky

The Steering Committee's determination of future meeting sites was announced and approved:

Fall, 1981 - New York City/Vista International  
-World Trade Center on Oct. 23 &

24. Bob Sink, Local Arrangements chair; Susan Davis, Program chair; Barbara Hearn will be Program chair; Joanne Mattern & Pat Vanorny, Local Arrangements chair; Philadelphia; Bob Plowman & Peter Parker, Local Arrangements; Mary Elizabeth Ruwell, Program.  
Spring, 1983-Trenton/New Brunswick. Bob Nawrocki, Local Arrangements chair.  
Fall, 1983 - Charleston WV; Fred Armstrong, Local Arrangements  
Spring, 1984- Rochester NY

Mary Elizabeth Ruwell reported that the Steering Committee had made the following decisions:

1. Approved the Education Committee's plan for a one day workshop on Arrangement and Description preceding the Spring, 1982 Ocean City meeting on Thursday or Friday.
2. Approved of continued consideration by an expanded Publications Committee for joint publication of Eastern Archivist. Some members expressed reservations and were assured that final vote on it will come in membership meeting.
3. Accepted cancellation of 1978 Custer Committee awards. The committee was asked to draw up new guidelines which would include award for article published within calendar year. Report to be presented at next meeting and submissions made in 1980-81 are to be considered with next year's submissions.

Chairwoman Ruwell announced the following:

1. Our membership in the Coalition to Save our Documentary Heritage and her reading of her letter supporting that effort.
2. The Pennsylvania legislature's progress in passing a document theft bill, now passed the House. Introduced by State Rep Kurt Zwickl, members should write Senator George Gekas, Head of the Judiciary Committee, urging passage.
3. Larry Hackman has written asking for program suggestions for the Boston SAA meeting in 1982.

Peter Parker announced the creation of a scholarship sponsored by the Pennsylvania Abolition Society to the Archival Management course at NARS. Preference given to those in archives with anti-slavery collections or to those sharing that heritage.

Paul Hensley presented a resolution of support for the local arrangements committee under Frank Zabrosky and the Program Committee chaired by Roland Bauman for "creating, sustaining and carrying forward" the excellent program and arrangements for the Pittsburgh meeting.

The meeting adjourned at 4:45 P.M. after expressions of appreciation for out-going officers by new chairman Arthur Breton.

Respectfully submitted,

*Martha C. Slotten*

Martha C. Slotten, Secretary



## BALLOT FOR AMENDMENT TO THE CONSTITUTION

The following amendment to the constitution was circulated in the July, 1980 mid-atlantic archivist, discussed and voted on affirmatively by a majority of members present at the October 31, 1980 business meeting at Lancaster. The constitution provides that amendments must then be voted on by the membership in a mail ballot. Please vote on the adoption of the following amendment and return to: Martha C. Slotten

Dickinson College Library  
Carlisle PA 17013

## Proposed amendment to Article 4 of the Constitution

## B. Officers

A chairperson will be chosen at large by the membership along with the election of State Representatives. He or she shall serve for two (2) years. The duties of the chairperson shall be those usually associated with this position, and enumerated in the parliamentary authority except where defined otherwise in this constitution.

A secretary and treasurer will be chosen at large by the membership at the time of the election of the at-large representatives. They shall serve for two (2) years. The duties of the secretary and treasurer shall be those usually associated with this position and enumerated in the parliamentary authority except where defined otherwise in this Constitution.

(Presently Section B reads:

## Officers:

A chairperson, a secretary, and a treasurer will be chosen at large by the membership at alternate Spring business meetings. They shall serve for two (2) years. The duties of the offices shall be those usually associated with these positions and enumerated in the parliamentary authority, except where defined otherwise in this constitution.)

This amendment will allow continuity of officers by having the Chairperson elected in different years from the Secretary and Treasurer. Present plans are to have the Secretary and Treasurer elected at the Spring meeting this year serve only one year.

Check one: YES \_\_\_\_\_ NO \_\_\_\_\_

## PROPOSED AMENDMENTS TO MAPAC CONSTITUTION:

1. Change in 4(A) The Steering Committee from "and six (6) additional persons chosen at large by the membership" to "and five (5) additional persons . . ."  
YES \_\_\_\_\_ NO \_\_\_\_\_
2. Change in 4(D) Nomination of the Steering Committee from "a minimum of ten (10) nominees for the remaining six (6) members at large" to "a minimum of ten (10) nominees for the remaining five (5) members at large"  
YES \_\_\_\_\_ NO \_\_\_\_\_

## TREASURER'S REPORT

7 May 1981

Cash on hand, Fidelity Bank, Philadelphia, 1/15/81  
Checking \$1987.17  
Savings 6495.15

Income 1/15/81 to 5/7/81  
Memberships: 165 @ \$5 825.00  
Book: 7 @ \$3 21.00  
Lancaster program 367.97

Interest to 3/31/81 114.01

\$3201.14  
6609.16

BALANCE SHOWN BELOW : 1662.82

- INCORPORATION EXPENSES 166. -

REVISED BALANCE \$ 1496.82

5/7/81

PJP

## Expenses 1/15/81 to 5/7/81

Newsletter  
printing 374.20  
post., etc. 73.00  
xport 8.20  
455.45

Nominating Committee  
printing 53.95  
postage 88.02  
141.97

Education Committee  
travel 263.06

Steering Committee  
travel 416.65  
other 9.25  
425.90

State Reps  
MD 73.30  
DC 134.14  
207.44

Membership campaign  
postage 29.50

Administration  
Xerography 15.00 (\$1538.32)

## BALANCES ON HAND, 5/7/81

Checking \$1662.82  
Savings (3/31/81) \$6609.16

Respectfully submitted,

*Peter J. Parker*  
Peter J. Parker



ship. The second program will prepare administrators of preservation programs in two years of course work.

PHILADELPHIA MUSEUM OF ART, \$16,210 to compile an inventory of Museum records bringing together scattered records dating from 1876. The records have been identified, appraised, and arranged according to archival principles.

DANCE NOTATION BUREAU, \$1,000 to organize, catalog, and preserve the research collection. The DNB is the only U.S. organization devoted to the preservation of dance through notation. The collection includes over 250 major scores (25,000 pages), as well as thousands of pages of related print and audio-visual materials, and a comprehensive survey of various systems of notation. This grant is to provide the advice of a professional performing arts archivist who can outline methods to preserve, process, and access these unique resource materials.

#### FINAL ROUND OF NHPRC GRANTS?

During its June 18-19 meeting, in what may be its final round of grants, the National Historical Publications and Records Commission considered 115 historical records grant proposals totalling \$4,120,556 from 47 states, the District of Columbia, Puerto Rico, and the Virgin Islands. The Commission voted \$596,033 for 27 historical records needs assessment projects and \$540,117 for 20 other historical records projects. The Commission also recommended 10 records grants contingent on the availability of FY 1982 funding.

In addition, NHPRC voted \$268,859 in support of 5 documentary publications projects.

Unless Congress reauthorizes NHPRC grant authority and appropriates funding for FY 1982, this was the final meeting for recommendation of NHPRC grants for historical publications and records projects. (See story above for further details.)

NHPRC approved grants to three states in the MARAC region for Historical Records Needs Assessment Projects: New Jersey, New York, and Virginia. Through these projects State Historical Records Advisory Boards will examine conditions in four broad areas, including programs for state government records, programs for local government records, historical records repositories in the states, and a variety of services and functions of statewide importance. The latter include conservation, education and training in archives and records administration, technical assistance and consultation in these activities, information systems about repositories and their holdings, and cooperation and coordination among programs.

Projects will gather and analyze information in these four standard areas, discuss findings and recommendations in Advisory Board meetings and public forums, and distribute the final report to key decision makers and to the interested public in the state. Reports will include recommendations for actions needed to address needs in both the near future and the longer run.

All projects for State Historical Needs Assessment are to begin in January 1982; further information on the projects is available from the NHPRC or the appropriate State Historical Records Coordinators. The Commission hopes to support additional state projects if funds are available in FY 1982.

Of the 20 regular records program grants approved, four were from the MARAC region:

- \*\* Historical Records of the New York County Clerk, Inc., New York, NY: \$29,500 to inventory, appraise, and describe court records under the jurisdiction of the N. Y. County Clerk and to develop appraisal guidelines for similar N. Y. Court records. Include are records of civil and criminal courts, 1674-1925.
- \*\* Cornell University, Ithaca, NY: \$88,846 for the fourth phase of its comprehensive survey of archives and manuscript repositories in New York. During this stage repositories will be surveyed in the Albany-Troy-Schenectady area and in the Adirondack-St. Lawrence-Lake Champlain region.
- \*\* Fairfax County Government, Virginia: \$10,000 in partial support of its project to develop a comprehensive archives and records management program for Fairfax County through records survey and scheduling development of a manual, and treatment of archival records.
- \*\* United Negro College Fund, Inc., New York, NY: \$26,400 to conduct a 5-day basic archival workshop and a follow-up consultant service to assist in the development of archival programs for the 41 member institutions of the UNCF.

The Commission also recommended grants contingent on the availability of FY 1982 funding to ten institutions including the Brooklyn Public Library and the American Association for the Advancement of Science.

#### TWO NEW PUBLICATIONS AVAILABLE FROM NHPRC

The National Historical Publications and Records Commission has issued its 1980 Annual Report. In addition to information on fiscal year 1980 activities, the report provides a five-year statistical evaluation of its records grant program including the distribution of records program funds to the states, patterns of correlations in records program funding, and cost sharing in records program projects.

Among the fiscal year 1980 record program activities discussed in the report are "National Problem Solving," "Archival Program Development," "Conservation and Preservation," and "Historical Photographs." Within these areas, the report discusses recent archival planning conferences, the establishment of new archival programs, and cost-effective efforts to preserve endangered records and images. The 41-page Annual Report also details fiscal year activities of the Publications Program, NHPRC Scholarly Services, and lists all NHPRC grants recommended during the year.

NHPRC has also compiled a comprehensive list of its sponsored publications projects and a list of records grants and completed records projects to date. The lists are arranged by state and include short descriptions of the projects, the cumulative amount of NHPRC funding, and the cumulative amount of non-Federal funding. Both lists provide brief introductions and analyses of funding patterns.

Copies of both the Annual Report and the List of Projects are available free of charge from the National Historical Publications and Records Commission, National Archives and Records Service, Washington, D.C. 20408



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## "WE'RE LOOKING FOR..."

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The maa frequently receives requests (or finds them in other publications) from people who are looking for source materials, information, or a wide variety of other things. If you're searching for something, let us know. We'd be glad to run an inquiry for you.

\*\*\*\*\*

### PHOTOGRAPHIC I.D. POLICIES

The Public Archives of Canada plans to require future users of its photographs to cite the archives' identification number along with a photo credit. This practice is expected to facilitate locating a photo upon request. Currently the Washington Picture Group is contacting institutions that have adopted a similar policy. If your institution follows such a policy, send a copy of your policy statement to Project Identification, 108 Ninth Street, S.E., Washington, DC 20003.

### CONSERVATION SURVEYS

The National Conservation Advisory Council is undertaking a study of conservation needs of museums, archives, libraries, and historic buildings. NCAC seeks information on past conservation surveys and collection condition reports. If your institution has undertaken a survey that summarizes and describes the overall condition of your collections, send a description of the survey and a summary of its results to Quantification Committee, National Conservation Advisory Council, A & I 2225, Smithsonian Institution, Washington, DC 20560.

### PHILADELPHIA ARCHITECTS

The Athenaeum of Philadelphia is compiling a Biographical Dictionary of Philadelphia Architects prior to 1930. The publication will include approximately seven hundred entries, from colonial master builders to recent architects. If you have information on Philadelphia architects and any of their extant architectural documents, write Sandra Tatman, The Athenaeum of Philadelphia, 219 South Sixth St., Philadelphia, PA 19106.

### CERAMICS DOCUMENTATION

For a comprehensive bibliography on American ceramics, Ruth Irwin Weidner requests information about local and in-house publications, such as trade catalogs, pamphlets, periodicals, and theses. Send complete bibliographical descriptions to Ruth Irwin Weidner, Department of Art, West Chester State College, West Chester, PA 19380.

### SOURCES FOR INFORMATION PROCESSING HISTORY

The Charles Babbage Institute for the History of Information Processing is conducting a nationwide survey of 14,000 archival, governmental, and industrial institutions to determine if they hold records and artifacts that document the technical and socio-economic development of information processing.

The survey is being conducted by mail questionnaire and each institution is invited to submit general information on archives or manuscript holdings that contain historical source materials related to information processing. Computer corporations and allied industries are requested to provide a brief overview of the types of computer-related records generated and maintained by individual companies.

The Charles Babbage Institute will use the preliminary data gathered in the survey to evaluate current practices in science and technology documentation and to alert librarians, archivists, and computer professionals to the importance of preserving historical resources in the field of information processing. The Institute's long-range plans also include publishing the results of the survey as a reference guide designed for students and scholars interested in the historical development of information processing.

The Charles Babbage Institute is located at the University of Minnesota. For more information, write to Roger H. Stuewer and Maria Woroby, The Charles Babbage Institute, 104 Walter Library, 117 Pleasant St. SE, University of Minnesota, Minneapolis, MN 55455.

### SAA TASK FORCE ON MUSEUM ARCHIVES

Growing interest and awareness of this subject has prompted the Society of American Archivists to set up a task force whose initial goal is to survey museums and historical societies to determine how many have an archives, an archival policy, trained staff, etc. Progress will be reported in future issues of maa. Anyone interested in being included in the survey should contact Alan Bain, Smithsonian Archives, A & I 2135, Smithsonian Institution, Washington, DC 20560. In addition to Bain, other MARAC members on the task force are Arthur Breton of the Archives of American Art and Timothy Walch of the National Historical Publications and Records Commission.

### SUPPORT FOR AFRO-AMERICAN HISTORY

Clarence J. Brown, congressman for the 7th district of Ohio, has proposed establishing a National Afro-American History and Culture Commission and a National Center of Afro-American History and Culture at Wilberforce, OH. The center would be a repository of Afro-American artifacts, a research institute, and have an exhibition area for visitors and serious students. Congressman Brown is soliciting support from archivists for this proposal. For more information, contact him at 1135 Longworth House Office Building, Washington, DC 20515 (phone: 202-225-4324).



## SUGGESTIONS FOR 1982 SAA PROGRAM IN BOSTON

The Program Committee for the 1982 annual meeting of the Society of American Archivists is seeking suggestions for sessions, workshops, and seminars. The meeting will be held in Boston during October 1982.

The committee is especially interested in learning from MARAC members about those sessions that have been particularly successful at our own meetings and bear repeating at SAA. It is also soliciting ideas about sessions or other events that would relate directly to the activities or problems of regional organizations.

The deadline for submission of suggestions is October 1, 1981, although preference will be given to early suggestions and to ideas that are developed and described rather fully. For a copy of the program suggestion form or for further information, contact Larry J. Hackman, 1982 SAA Program Committee Chairman, NHPRC, National Archives, Washington, DC 20408. Phone: 202-724-1616.

## A PARTNER IN TRADE

Available for purchase or exchange: 2,000 sheets of multiple catalogue cards (6 cards to a sheet) and an electrostatic card carrier. Cards are made of Perma/Dur light-weight paper. Useful for printing and duplication. All yours for \$50 or acid-free mat board of equivalent value. If interested, contact the Archives, J. Walter Thompson Company, 8th floor, 420 Lexington Avenue, NY, NY 10017.

## STATEN ISLAND ARTIFACTS

The Staten Island Historical Society seeks information concerning artifacts crafted, manufactured, and used on Staten Island during the eighteenth through the early twentieth century. Also needed is information on manuscript material related to crafts and industries of the island. If you have any information on any of these topics, write the Curatorial Department, Staten Island Historical Society, 441 Clarke Avenue, Staten Island, NY 10306

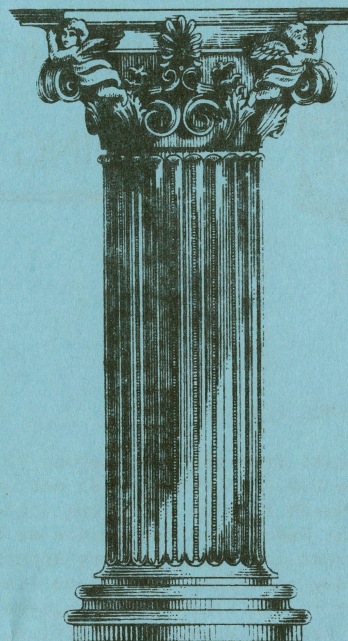
## PENNSYLVANIA TINSMITHS AND TINKERS

Pennsylvania tinsmiths and tinkers are the subjects of a research project being conducted by Jeannette Lasansky of the Oral Traditions Project. The project is collecting information on account books, advertisements, invoices, patterns, photographs, and other documentary materials on the nineteenth century craftsmen. If you have such information, write Jeannette Lasansky, Oral Traditions Project, Courthouse, Lewisburg, PA 17837.

## FOLKLORE FILMS AND VIDEOTAPES

The Center for Southern Folklore is compiling a listing of new films and tapes to supplement its American Folklore Films and Videotapes: An Index. If you distribute films that relate to American folklore the Center offers you a free listing. Write to Center for Southern Folklore, Box 40105, Memphis, TN 38104.

## Advice Column



## WANT A NEW SOURCE FOR FREE PUBLICITY?

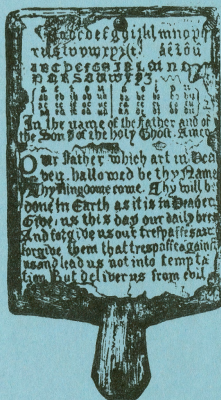
Eastern Airlines and TWA are expanding their monthly flight magazines to include the events of local cultural groups . . . a great source of free advertising. Send listings to James Ellis, EAL, East-West Network, 488 Madison Ave., NY, NY 10022 and Joan Kirk, Ambassador Magazine, TWA, 1999 Shepherd Road, St. Paul, MN 55116.

## AN UNEXPECTED SOURCE OF HELP -- YOUR LOCAL BANKER

The Chemical Bank Endowment Center has suggested ways in which banks can assist museums. These forms of assistance could also be of great benefit to archives:

- \* used equipment donations
- \* publicity on bulletin boards, newsletters
- \* exhibition space
- \* staff advice, free counselling
- \* advertising space
- \* inviting curators to speak at meetings
- \* arranging media interviews or announcements
- \* cosponsoring pilot programs
- \* sponsoring fund raisers
- \* lobbying for funding legislation
- \* cultural development programs
- \* matching contributions
- \* access to Xerox, mailings
- \* contributions to research projects
- \* management consultation





## CONFERENCES

## WORKSHOPS

## TRAINING

### FOLKLORE CONFERENCE PLANNED

Folklore archivists from the Washington, DC area and elsewhere in the U.S. and from Canada met at the Library of Congress in March to plan a future conference tentatively named "The Washington Conference on Folklife and Automated Archives: Interdisciplinary Approaches." During the two-day gathering, the group listened to guest speakers from the Library of Congress -- David C. Hartmann of the Network Development Office, Staffan Rosenborg of the Science and Technology Division, and Peter Bartis of the American Folklife Center -- and discussed such issues as the location, date, scope, and objectives of the proposed conference. Current plans call for the conference to take place in April 1982 and for the cosponsors to include the University of Nebraska at Omaha Folklore Archive and the Archiving Section of the American Folklore Society, with the American Folklife Center acting as host.

### AASLH SEMINAR ON THE INTERPRETATION OF HISTORY

The American Association for State and Local History is sponsoring 2 seminars on the interpretation of history by historical societies and museums designed for beginning professionals whose education, experience, and qualifications show their promise in overall museum work. The seminars will include group projects on interpretive and administrative problems, field trips and tours to historic sites, and individual consultations with instructors. The seminar for individuals from agencies east of the Mississippi will be held at Old Sturbridge Village, Sturbridge, MA, November 1-13, 1981. It will be limited to 20 participants selected by a special AASLH screening committee. The registration fee is \$60 and the application deadline is September 1. For further information, write Patricia A. Hall, AASLH, 1400 Eighth Ave. S., Nashville, TN 37203.

### FAMILY HISTORY AND GENEALOGY

Brigham Young University has announced the 4th Annual Family History and Genealogical Research Seminar, August 3-7, 1981. For more information, contact 4th Annual Family History & Genealogical Research Seminar, 242 HRCB, Brigham Young University, Provo, UT 84602.

### UPCOMING PROFESSIONAL MEETINGS

Mark your fall calendar for the following meetings:

September 1-4	Society of American Archivists Berkeley, CA
September 14-17	American Association for State and Local History Williamsburg, VA
September 24-27	Victorian Society in America Philadelphia, PA
September 24-28	Oral History Association Burlington, VT
October 23-24	<u>MARAC</u> (see p. 1 for details) New York, NY
October 25-30	American Society for Information Science Washington, DC

### LOOKING FOR AN EXCUSE TO GO TO BERKELEY?

The Society of American Archivists is sponsoring three preconference workshops in Berkeley, CA, immediately preceding its annual meeting.

**\*\* Starting an Archives**, scheduled for Aug. 29-30, will present basic information about what an archival program is and how you go about setting one up. The workshop will provide an understanding of the nature of archives, the theories and principles of archival administration, and an overview of the basic techniques of archival work, including collecting, arrangement, description, and reference. Contact Joyce Gianatasio at SAA.

**\*\* Basic Archival Conservation**, scheduled for Aug. 29-31, is a repeat of the very successful workshop held at the MARAC spring meeting in Pittsburgh. It will work from the premise that conservation is a primary responsibility in archives and manuscripts collections management and will address the causes of material deterioration, storage and environmental controls, application of conservation procedures to archival processing, preservation microfilming and photocopying, care and handling of non-print materials, developing a disaster preparedness plan, and means of planning and implementing a conservation program. Contact Mary Lynn Ritzenthaler at SAA.

**\*\* Architectural Records**, scheduled for Aug. 31, will acquaint archivists with the fundamental approaches and techniques used in handling architectural records. Topics will include terminology, collection development, appraisal, arrangement, description, conservation and preventive maintenance. Contact Deborah Risteen at SAA.

For application forms, cost information, and further details, contact the individuals named above at the Society of American Archivists, 330 South Wells, Suite 810, Chicago, IL 60606.



## AASLH INDEPENDENT STUDY PROGRAM

The American Association for State and Local History has prepared two correspondence courses that offer in-depth training for paid and volunteer historical agency personnel:

- Documents: Interpretation and Exhibition
- Education: School Programs and the Museum

Prepared by experts, the courses are designed to allow students to proceed at their own pace. Each course contains a study guide, books and articles, slide/tape programs, and tools and supplies needed to complete lesson assignments. When students complete a course, they may add the materials to their institutional or individual libraries. The courses are administered at AASLH headquarters where instructors review assignments and help students tailor course activities to their individual needs. The enrollment fee for either course is \$195.00. For further information, write AASLH, 1400 Eighth Ave. S., Nashville, TN 37203.

## COLLECTING 20TH CENTURY MATERIALS

The American Association for State and Local History is sponsoring a conference on collecting 20th C. materials. It will be held Sept. 11-12 in Colonial Williamsburg immediately preceding the AASLH annual meeting. The conference is designed to increase awareness within the historical agency profession of the potential problems and approaches in collecting 20th C. materials. Factors influencing decisions about what should be saved will be discussed, with attention given to the storage, conservation, and interpretation of the new materials. The conference is also expected to examine the potentiality for national collecting guidelines and cooperative collecting programs and policies, as well as alternative solutions. Funded by a grant from the National Museum Act as administered by the Smithsonian Institution, the conference is open to the first 150 applicants at a registration fee of \$50 each. Brochures about the conference can be obtained from AASLH, 1400 Eighth Avenue South, Nashville, TN 37203.

## MUSEUM ARCHIVES WORKSHOP

Under the auspices of the Smithsonian Institution's Office of Museum Programs, seven MARAC members and others have combined their talent and experience to put on a 5-day workshop on museum archives. Intended specifically for inexperienced persons in actual museum situations, the workshop has attracted participants from California, Oklahoma, Missouri, Massachusetts, as well as states in the MARAC region. In addition to sessions on the usual archival subjects, participants will be given tours of two museum archives and two manuscript collections, a tour of the National Archives, and numerous opportunities for private consultations with a variety of specialists. MARAC members who are serving on the faculty are Ann Alexander, Alan Bain, Arthur Breton, Maygene Daniels, James Glenn, Kathy Kovacs, and Richard Lytle. Three MARAC members, Ann Bowdler, Sandra Buchman, and Gail McMillan, are among the participants.

## AASLH PUBLICATIONS SEMINAR

The American Association for State and Local History is sponsoring a seminar on publications designed for advanced professionals whose education, experience, and qualifications show their promise in the field of historical publications. It will include a hands-on workshop in publications paste-up techniques, critiquing sessions, and a field trip to a publishing house. The seminar lasts one week and is limited to 30 participants selected by a special AASLH screening committee. It will be held December 6-11, 1981, at the Utah State Historical Society, Salt Lake City. The registration fee is \$50 and the application deadline is October 6. For further information write Patricia A. Hall, AASLH, 1400 Eighth Ave. S., Nashville, TN 37203.

## SYMPOSIUM ON AMERICAN INDIAN RESEARCH

A Symposium on American Indian Research will be held at the National Archives building in Washington, DC, July 27-31, 1981. Designed for researchers with interests ranging from tribal history and genealogy to demography and social history, this symposium will explore the wide variety of records and sources for American Indian research. The symposium will focus on identification and use of state, federal, and pre-federal sources with special emphasis on research methodology. From presentations on specific tribes, participants will learn research techniques applicable to any study of American Indians. Tuition for this Symposium is \$100.00. For further information, write to Symposium on American Indian Research, Education Division (NEE), Room 307, National Archives and Records Service, Washington, DC 20408, or telephone 202-633-6983.

Do you know someone who would like to join MARAC?

Please pass this form along to them.

NAME \_\_\_\_\_

INSTITUTION \_\_\_\_\_

MAILING ADDRESS:

Street \_\_\_\_\_

City \_\_\_\_\_

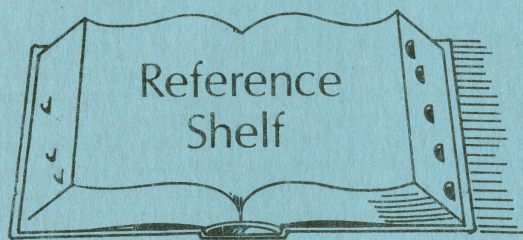
State \_\_\_\_\_ Zip \_\_\_\_\_

TELEPHONE:

Work \_\_\_\_\_ Home \_\_\_\_\_

Mail to: Diane Rosenwasser      Annual dues:  
 Secretary, MARAC      \$5.00  
 Lee Coombe Library  
 Memorial Sloan-Kettering  
 New York, NY 10021





## AMERICAN HISTORY

The U.S. Government Printing Office has issued a new brochure on government publications related to American history. All of the publications listed in the brochure are for sale by the superintendent of documents. Free copies of the brochure are available from the superintendent at Sales Media Branch, SSMM, Washington, DC 20401.

## HIRING THE DISABLED

Locating, Recruiting and Hiring the Disabled, by Rami Rabby, includes "over 500 sources of information covering referral agencies, media lists and other points of contact." With the United Nations' declaration of this year as The International Year of Disabled Persons, this is a timely publication. Order from Pilot Books, 347 Fifth Ave, NY, NY 10016 for \$3.95.

## ORGANIZING SUPPORT

The Graduate School of Library Science, University of Illinois, has published the 25th annual Allerton Institute papers, entitled Organizing the Library's Support: Donors, Volunteers, Friends. The 110-page volume is likely to contain some information of interest to archivists. It sells for \$10.

## ORAL HISTORY

Methods for appraising oral history projects and programs are set forth in the Oral History Association's Oral History Evaluation Guidelines. Five areas covered are program/project management, ethical and legal considerations, tape and transcript processing, and interview content and conduct. Available from the Oral History Assn., P.O. Box 13734, NTSU Station, Denton, TX 76201. The volume costs \$2.00.

## TECHNOLOGY AND EQUIPMENT

Several recent issues of the American Library Association's Library Technology Reports may be of interest to archivists:

- Movable Compact Shelving: A Survey of U.S. Suppliers and Library Users (Jan/Feb 1981)
- Microfiche Readers (Mar/Apr 1980)
- Comparison Testing of Small Office Photocopiers (Jan/Feb 1980)

## NATIONAL TRUST BOOK CATALOG

The Preservation Shops' National Trust for Historic Preservation Book Catalog is now available from the National Trust. The catalog lists books on archaeology, architects, architectural history, energy, history, landscape architecture, restoration technology, and other subjects. The catalog costs fifty cents and may be ordered from the Preservation Shops, National Trust for Historic Preservation, 1600 H Street NW, Washington, DC 20006.

## CANADIAN GENEALOGY

The Public Archives of Canada has revised its booklet entitled "Tracing Your Ancestors in Canada." The publication includes information on how to get started, published sources, census records, records of births, marriages, and deaths, land, estate, military, immigration, and naturalization and citizenship records, loyalist sources, federal information banks, and addresses of principal archives. For more information write the Public Archives of Canada, 395 Wellington Street, Ottawa, Ontario K1A 0N3.

## LEGAL TERMS FOR THE GENEALOGIST

"Legal Terms for the Genealogist" is a new publication that defines terms often found in historical and genealogical research. It includes such entries as "abatement," "eleemosynary," and "nuncupative will." Write to Southern Resources Unlimited, PO Box 29, Nashville, TN 37221.

## ONLINE SERVICES COMPARISON

Designed as a tool to aid librarians in the evaluation of services which will best meet their library's needs, this publication may also prove useful to archivists who are considering on-line access to their holdings through an existing utility. Bibliographic Utilities: a Guide for the Special Librarian presents answers from OCLC, RLIN, UTLAS, and WLN to questions of particular interest to special librarians and includes a checklist of services offered. It can be ordered for \$3.75 from Special Libraries Association, Order Dept., 235 Park Avenue South, NY, NY 10003.

## SAA "PROBLEMS IN ARCHIVES KITS"

The Society of American Archivists has started a new publications service in a flexible format called "Problems in Archives Kits" or "PAKs". Each kit addresses specific archival problem areas and may include reports, manuals, forms, sound tapes, and other materials chosen for their usefulness. Some recently issued PAKs include:

- PAK IV: Archival Processing Costs
- PAK V: Can You Afford Records Management
- PAK VI: Developing a Brochure

Contact SAA for further descriptions and prices at 330 S. Wells, Suite 810, Chicago, IL 60606.



## SIGN LANGUAGE FOR THE DEAF

102 Library Survival Signs has been compiled to help librarians learn how to communicate with the deaf through the use of sign language. It could also prove useful to archivists because of the similarity of the terms we use. The small black-and-white folder, arranged by Betty E. Bray, includes signs for library lingo such as "book," "library card," and "reference." A free copy can be ordered from the Sign Language Store, 8753 Shirley Ave, PO Box 4440, Northridge, CA 91328.

## BALTIMORE CITY ARCHIVES GUIDE

The Baltimore City Archives and Records Management Office has recently issued Governing Baltimore: A Guide to the Records of the Mayor and City Council at the Baltimore City Archives. It was compiled by William G. LeFurgy, Susan Wertheimer David, and Richard J. Cox. The guide contains a history of the Mayor and City Council, descriptions of 36 series for the Mayor and 9 series for the City Council, a selective bibliography on the history of the Mayor and City Council, and a chronological list of the mayors of Baltimore.

## POLYESTER FILM ENCAPSULATION

The Library of Congress has prepared a 23 page pamphlet on Polyester Film Encapsulation. It may be ordered from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402 for \$1.75 per copy. Cite stock number 030-000-00114-1.

## VIRGINIA HISTORICAL SOCIETIES

The Virginia History and Museums Federation has recently published the results of a comprehensive inquiry into the functions and problems of historical societies. "Local Historical Societies: What Do They Do? What Should They Do?" may be ordered from VHMA, 2500 West Broad St., Richmond VA 23220. Price: \$4.00 postpaid.

## VOLUNTEERS

Helping People Volunteer, a workbook format publication, covers skills needed to manage volunteers, changes in voluntarism, recruitment, orientation, training, recognition, and other topics. For purchase information and a descriptive brochure, write Marlborough Publications, PO Box 16406, San Diego, CA 92116.

## SOURCES ON GREENBELT, MARYLAND

Greenbelt, Maryland: A Guide to Further Sources, by Mary Boccaccio, Steven Lambird, and Carloyn Salus, is now available from the Archives and Manuscripts Dept., McKeldin Library, University of Maryland, College Park, MD 20742. The price is \$5.00; checks should be made out to the University of Maryland Libraries. The guide is a result of a grant from the National Endowment for the Humanities to microfilm the original blueprints, tracings, and drawings of Greenbelt. The guide includes a summary of the microfilmed blueprints and a guide to other sources of information about Greenbelt in the Washington metropolitan area.

## COLLECTIBLES DIRECTORY

Want to get rid of some ephemera? The Collectibles Directory & Sourcebook for Collectors & Dealers of Antiques & Memorabilia lists names and addresses of magazines, clubs, newsletters, price guides, auctions, and associations for collectors of everything from autographed letters to wooden ducks. It can be ordered for \$5 from Sourcebooks, Box 14141, San Francisco, CA 94114.

## HOLLINGER UPDATE

The Hollinger Corporation, producer of archival quality supplies, has issued Hollinger Update, a newsletter and an update of its 1980 catalog. Hollinger will send catalogs and a small sample kit to organizations who request them on their official letterhead. Write to Archival Products Department, The Hollinger Corporation, PO Box 6185, Arlington, VA 22206.

## PRESERVATION OF LIBRARY MATERIALS

The Association of Research Libraries Office of Management Studies, 1527 New Hampshire Avenue NW, Washington, DC 20036, has recently issued its SPEC Flyer no. 66, Planning for the Preservation of Library Materials, a 96-page compilation of 17 planning and policy documents as a first step in its Preservation Project. This material is especially important for institutions that are themselves in the process of developing preservation programs. The flyer is available to member institutions for \$7.50 and to others for \$15.00 plus a \$2.00 handling fee.

## PLANNING BUILDINGS

The American Library Association has announced that it will publish a second edition of Keyes Metcalf's Planning Academic and Research Library Buildings in 1982. David C. Weber and Philip D. Leighton, of Stanford University, both of whom have a demonstrated interest in the preservation of library materials, will update this important book, which was originally published in 1965. The new editor will describe the best choices in facilities and equipment and will detail recent projects that did not succeed. It will also cover automation, audiovisual facilities, renovation, urban construction, security, and preservation.

## NJ CATHOLIC PARISH AND INSTITUTIONAL HISTORIES

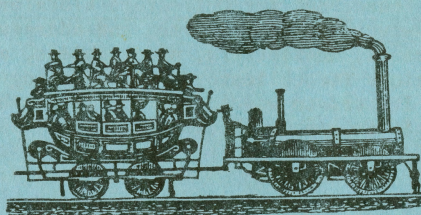
The New Jersey Catholic Historical Records Commission is making available copies of their recently issued checklist, Catholic Parish and Institutional Histories in the State of New Jersey. The price is \$2.00. Copies may be ordered from Peter J. Wosh, University Archivist, McLaughlin Library, Seton Hall University, South Orange, NJ 07079.

## NJ HISTORICAL COMMISSION

The New Jersey Historical Commission publishes a monthly newsletter from September through June. It is available from the New Jersey Historical Commission, 113 West State Street, CN520, Trenton, NJ 08625.



## People on the Move



LINDA HENRY has been named Archivist for the American Psychiatric Association in Washington, D.C. Linda had been the archivist for the National Council of Negro Women since 1978.

LARRY TISE has been named Executive Director of the Pennsylvania Historical and Museum Commission. He comes to Pennsylvania from North Carolina where he was the director of the Department of Archives and History.

ROY H. TRYON will become the new chief of the Bureau of Archives and Records for the State of Delaware on July 1, 1981. Roy is presently the library director at the Balch Institute in Philadelphia.

OFRA D. CORE has accepted the position of Director of the Records Management Service at the United Nations.

MARTHA CHAMBERS has received a Chancellor's Award for Excellence in Librarianship from the State University of New York at Oneonta. The awards are granted to professional staff "who have demonstrated outstanding job performance and reflect the respect and recognition extended by colleagues, students, and campus presidents."

HAROLD T. PINKETT, consulting archivist and historian, Washington, D.C., has been elected Vice President of the Agricultural History Society. He will succeed to the presidency of the Society in April 1982. Dr. Pinkett, a former editor of the American Archivist, was for many years a specialist in agricultural history at the National Archives before his retirement in 1979.



### ARE YOU GOING TO SAA?

You might want to locate a copy of the June 1, 1981, issue of Library Journal. It carried a fairly extensive section on what to do and see in San Francisco that was prepared in anticipation of the American Library Association meeting held there at the end of June. Included are recommendations on restaurants, "great escapes," and a "Welcome to San Francisco" section written from a librarian's point of view.



Diane Rosenwasser  
Secretary, MARAC  
Lee Coombe Library  
Memorial Sloan-Kettering  
New York, NY 10021

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